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L SLIP

5 Dec, 86

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. OIS /IRMD/IMB		
2.		
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

Attached is an updated report of records holdings for OL. This is to show the change for the operational files, per the DA/IRO.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
STAT STAT OL/RMO	Phone No.

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA

*U.S.G.P.O. 1983 401-530/220

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OL

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2879	2870*	9-
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1165	1206	41
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	410	357	53-
d.	Other *(Describe)* (Silver Recovery Clip Art file)	12	10	2-
	TOTAL LINEAR FEET OF OFFICE FILES	4466	4443	23-
II.	CARD-SIZE FILES:			
a.	3x5 Cards	126	137	11
b.	5x8 Cards	295	234	61-
c.	Punch Cards	0.3	---	0.3-
d.	Abstracts	7	2	5-
e.	Aperture Cards	6	4	2-
f.	Microfiche	22.5	20.5	2-
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	456.8	397.5	59.3

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	143	421	278
b.	Audio Tapes	46	40	6-
c.	Video Tapes	304	444	140
d.	Disc Packs	29	135	106
e.	Word Processing Magnetic Tapes	649	9	640-
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"		285	285
h.	Magnetic Diskettes 8"	878	1258	380
i.	Paper Tapes			
j.	Other *(Describe)* (Audio record collection)		30	30
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	74	57	17-
b.	Microfilm—35mm Reels	150	104	46-
c.	Microfilm Cassettes			
d.	Movie Film	105	100	5-
e.	Other *(Describe)* x(35mm Slide Film)	420	1028	608

Comments:

*NOTE: The Office of Logistics also maintains the following operational activity files: OL/RECD/SHS --- 7 Linear Feet
OL/SD/CLB ---132 Linear Feet

25X1 Si[redacted] Date: 5 December 1986

25X1 FOR 9-83 [redacted] EDITIONS [redacted] DENTIAL

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OF

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2693	2745	+ 52
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	502	532	+ 30
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	29.5	21	- 8.5
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	3224.5	3298	+ 73.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	221	219	
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	25	28	
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	246	247	+ 1

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes			
c.	Video Tapes	17	15	- 2
d.	Disc Packs			
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	121	145	+ 24
h.	Magnetic Diskettes 8"	93	119	+ 26
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	6004	5586	- 18
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments: Believe this report does not serve any useful purpose as a management tool. Suggest that this type of reporting be discontinued

STAT [redacted]

Date: 12 January 1987

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDA/OTE

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2,868.2	2,855.2	-13.2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	6,936	7,193	+ 257
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	300.2	306.2	+ 6
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		10,104.4	10,354.4	+250
II.	CARD-SIZE FILES:			
a.	3x5 Cards	133.0	124.7	- 9.7
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	42	33	- 9
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		175	157.7	- 18.7

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	74	86	+ 12
b.	Audio Tapes	12,280	12,280	-
c.	Video Tapes	2,820	2,970	+ 150
d.	Disc Packs	14	14	--
e.	Word Processing Magnetic Tapes	4,410	4,410	--
f.	Word Processing Magnetic Cards	3,600	3,600	--
g.	Magnetic Diskettes 5¼"	1,091	1,135	+ 44
h.	Magnetic Diskettes 8"	3,374	3,254	- 120
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	92	107	+ 15
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film		6	--
e.	Other *(Describe)*			

Comments:

STAT

Sign [redacted]

Date: 12/9/86

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